

Checklist for Filing a Notice of Intent

- ☐ Sign the document (Representative/Homeowner)
- ☐ Include:
 - ☐ USGS Map
 - ☐ Plans if applicable
- ☐ Obtain an abutters list from the Town Assessor

DEP Copy

Department of Environmental Protection

PO Box 4062

Boston, MA 02211

- ☐ Original Fee Transmittal Sheet (make __ copies of this & put aside)
- ☐ Check for DEP's share of the fee (make a 2 copies of this check & put aside)
- ☐ Attach the check & fee transmittal sheet and send ONLY these two items to the above address.
- ☐ Send all this by Certified Mail (this way you have proof of payment receipt)

DEP Southeast Region Copy (1)

DEP Southeast Region

20 Riverside Drive

Lakeville, MA 02347

- ☐ Copy of the entire Notice of Intent (including USGS Map, Plans)
- ☐ Copy of the abutters list
- ☐ Copy of the fee transmittal sheet
- ☐ Copy of the check to DEP
- ☐ Copy of certified mailing receipts (proof of mailing) to NHESP (if applicable)
- ☐ Send all this by Certified Mail

Natural Heritage & Endangered Species Program Copy (if applicable) (1)

**** if you said "Yes" to question 1 on Page 4**

Natural Heritage & Endangered Species Program

Division of Fisheries & Wildlife

100 Hartwell St. Suite 230

West Boylston, MA 01583

- ☐ Copy of the entire Notice of Intent (including USGS Map, Plans)
- ☐ Copy of the abutters list
- ☐ Copy of fee transmittal sheet
- ☐ Copy of checks to DEP & the Town of Truro
- ☐ Send all this by Certified Mail

Town of Truro Copies (9)

Conservation Commission

Town of Truro

PO Box 2030

Truro MA 02666

- ☐ Original Notice of Intent plus 8 copies (including USGS Map, Plans)
- ☐ 1 Copy of the abutters list

(continued to next page)

- ☐ 1 Copy of the fee transmittal sheet
- ☐ Copy of check to DEP
- ☐ Check paid to the “Town of Truro” for the amount configured from fee transmittal
- ☐ Copies of the Certified Mailing cards for DEP Southeast & NHESP** (for proof that you sent copies to them) **if applicable

Misc.

- ☐ Send out the fee transmittal sheet & check to DEP
- ☐ Mail the NHESP entire filing
- ☐ After green Certified Mailing card for NHESP is received make 2 copies of it
- ☐ Add the copy (proof of mailing) to the DEP Southeast NOI packet & the Town’s packet
- ☐ Mail the DEP Southeast Copy of the entire filing
- ☐ When green Certified Mailing card is received make 1 copy of it
- ☐ Add that copy to the Town’s NOI packet
- ☐ Send out Certified Mailings to all listed abutters
- ☐ File the Town of Truro’s filing with the Department either by Certified Mail or hand delivery.
- ☐ When the green Certified Mailing cards return from the abutters mailings-hold on to them and bring them to the meeting. You may also want to bring the green cards for the mailings to DEP Southeast Region & NHESP (if applicable), to the meeting.